

**Sechelt Public Library Association
Board Meeting**

Saturday October 15, 2016

Library Staff Room 10:00 a.m.

Our library is a vital part of the community and a welcoming gateway to ideas, knowledge and information for life-long learning and enjoyment.

Present: A. Hopkins, J. Mandick, G. Nohr, J. Rafael, S. Rodrigues, B. Shimazaki, D. Siegers,
G. Smith Guest: S. Egerman M. Hodgins, Chief Librarian/ Secretary

Regrets:

1 Call to Order

The meeting was called to order at 10:14 with Ann Hopkins in the Chair.

2 Approval of Agenda

It was duly moved and seconded:

THAT the Agenda be approved as circulated

CARRIED

3 New Business

3.1 Renovation Project and Canada 150

A. Hopkins. Presented latest concept drawings to the Municipal Hall Library Building Committee and they were well received. Reviewed our schedule to present to Finance Committee on November 9 and looking at project as two options: the complete renovation (optimal) or the Canada 150 areas plus the workroom. Goal is to get permission to go forward to Class B schedule in February.

Deb Hendsbee will be our Project Relationship Manager and has been involved in a District project in the past – on time and on budget. She has provided discount which we can put toward matching funds.

D. Siegers. The District will starting budget process and looking at capital projects. Recommends looking at all funding and fundraising options to have Finance Committee agree to bring the project forward to review again in January at capital projects meeting.

It was duly moved and seconded:

THAT the Board approves going forward to the DoS with our concept and cost proposal for the library renewal project to ask for approval and funding.

(Additional funding is anticipated through grants and fundraising.)

CARRIED

3.2 2017 Budget

M. Hodgins. Chief Librarian met with the Finance Committee and went over the budget. The first draft of the 2017 budget was presented. Increase is offset by wage increases in July, the price of the Canadian dollar, and increases in library use. Grants will be sought but there is still a gap for stable, reliable operating costs. The final budget will be presented at the next Board meeting for approval.

3.3 Update on Capital Reserve Fund

A. Hopkins. M. Hodgins. Currently in a GIC, a Bank of Montreal chequing account will be opened for the capital funds to pay for renovation expenses. The need to separate funds for fundraising was acknowledged. The definition of Capital Reserve Funds will be clarified in the policy manual.

It was duly moved and seconded:

THAT the Board approves allocating 10,000 from the capital fund and placing in a designated bank account to support fundraising initiatives going forward.

CARRIED

4. Human Resources (in camera)

5. Committees

5.1 Policy Committee Update

B. Shimaki. Due to illness and the departure of one of the members of the Committee, the committee has not been able to meet.

5.2 Approval Fundraising Policy

A. Hopkins. In light of Policy Committee not meeting and time restrictions, recommend that the Fundraising Policy is tabled.

It was duly moved and seconded:

THAT the Board approves tabling the Fundraising Policy.

CARRIED

5.3 Approval Capital Reserve Fund Policy

A. Hopkins. In light of Policy Committee not meeting, recommend that the Capital

Reserve Fund Policy is tabled.

It was duly moved and seconded:

THAT the Board approves tabling the Capital Reserve Fund Committee.

CARRIED

5.4 Fundraising Committee Update

J. Rafael. The Committee is meeting at 10 a.m. October 20, 2016 at Rockwood Lodge. Al Holt is guest to discuss fundraising possibilities. There is great enthusiasm.

6 Chair Remarks

6.1 Meeting with MP, P. Goldsmith Jones

A. Hopkins. Board Chair and Chief Librarian had a very good visit with P. Goldsmith Jones. Toured library and explained the delay in renovating for Canada 150 project. She suggested that we write a letter and send it her office. The letter was written, sent and acknowledged.

6.2 Board Evaluation and Chair Evaluation

A. Hopkins reminded Board members that the Chair and Board should do an annual self-evaluation. G. Nohr recommended that due to change in members and format that the evaluations be held off for one year to be true measure.

6.3 Area A Library Application

A. Hopkins. It was reported in local media that the SCRD is looking into Area A having a formal Library Function. Discussion.

The Chief Librarian and Library Board will reach out to the Board of the Pender Harbour Reading Centre to discuss future possibilities and ask if they are applying for library status.

7 Business

7.1 Approval of Minutes September 17, 2016.

B. Shimazaki noted error in spelling of her name under "Present" and under 8.1 "nothing there for a back loss" should read "nothing there for a book loss".

It was duly moved and seconded:

THAT the Agenda be approved as corrected.

CARRIED

7.2 Treasurer's Report

No Treasurer's Report presented.

7.3 Librarian's Report

M. Hodgins presented Librarian's Report as circulated.

7.4 InterLINK Report

A. Hopkins presented InterLINK Report as circulated.

7.5 SCRD Report

G. Nohr presented information on water conservation and Cooper's Green.

7.6 DOS Report

D. Siegers presented information on water meters and conservation, District staff looking at ways to implement strategic plan, and attending UBCM.

8. Adjournment

It was duly moved and seconded:

THAT the meeting be adjourned.

CARRIED

Meeting adjourned at 12:23

The next meeting is on Saturday November 19 , 2016 – 10:00 a.m. in the Community Room.

M. Hodgins, Secretary

A. Hopkins, Board Chair